



Office of the City Clerk

Weekly Report – for Week Ending October 24, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Mayor's CompSTAT – Staff provided a demonstration of the Voter Density Mapping service. The mapping service is hosted in the City Internet Mapping Services portal and is used to conduct analysis to target resources and services in Low Voter Turnout areas as well as areas of concentration where non-English language assistance may be required. Currently, the same data used for the map display is available on the City's OpenData environment.

City Elections – On October 22, the City Council voted to approve the recommendations in Council File 13-1364 except Item 21. Most significantly, a measure will be placed before the voters in the March 3rd Primary, asking if the City should amend its City Charter to change City and Los Angeles County Unified School District (LAUSD) election dates to June and November of even-numbered years beginning in the year 2020.

City Primary/General 2015 Elections:

On October 18, staff conducted the first of two candidate briefing presentations. A total of 48 people attended the presentation. The second candidate briefing presentation is scheduled for November 1, 2014

To date, 819 of 1,514 polling places have been recruited. A total of 49 high schools in the Los Angeles Unified School District have signed up for the STAR Student Poll Worker Program. 53 facilities have been booked for conducting pollworker training and 21 community based organizations have committed to partner with the City Clerk's "L.A. Votes!" voter outreach

Los Angeles Votes Committee - Quarterly Meeting - The quarterly meeting was held to provide community organizations and voter engagement advocates updates on the upcoming 2015 Municipal Elections and Municipal Election Reform Commission Report and various outreach and education campaigns.

WiFi at Elections Center Warehouse - The new WIFI security authentication has been implemented at the Piper Tech Election warehouse. The WIFI network will be utilized for multiple tracking applications during the coming primary and general elections.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	6/2
Number of Notices/Publications	17
Number of Contracts Attested	39
Number of Council Files Created	107
Number of Claims Received	93
Number of Referrals	48
Number of Council Meetings	4
Number of Committee Meetings	9

Neighborhood and Business Improvement Districts:

The Council adopted the Annual Planning Reports for the Sherman Oaks and Hollywood Media Business Improvement Districts.

Staff attended the Hollywood Media District Business Improvement District's Board Meeting on October 23, 2014

A revised Management District Plan and Engineer's report was submitted for the Gateway to LA BID renewal for review.

TOP ITEMS

- **Council Adoption of Election Reform Recommendations**
- **Two Business Improvement District Annual Planning Reports Adopted by City Council**
- **1st Candidate Filing Briefing Conducted**



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Fiscal – Staff continued preparation of the FY 15/16 Proposed Budget; responded to a City Controller inquiry of prior year liability payouts; and represented the department at Budget and Finance Committee regarding annual reports for two Council trust funds.

AB1290/Council – Staff has twelve (12) contracts and amendments in process, executed one (1) and closed out two (2) contracts, processed four (4) payments, has eight (8) close outs in progress, and reconciled the Council General Fund for September 2014.

General City Purposes – Staff received sixteen (16) GCP allocation requests, processed twenty-one (21) invoices for payment, executed one (1) contract, and closed out twenty-eight (28) contracts.

Personnel – Staff attended the Houston Employee Assessment and Review informational conference which introduced a new employee evaluation system for possible implementation by the City in the next fiscal year; provided two (2) new employee orientations; and addressed several sensitive personnel matters.

Staff attended the Train-the-Trainer Cadre Workshop on the Integration of Functional Needs Support Services into the City of Los Angeles.

Replacement of the Council Voting System (DOVS) – The Information Technology Agency (ITA) had decided not to move forward with the budget package for 15-16 at this time. ITA will continue to provide support of the current Council Voting system.

City Records Offsite Storage Contract – Evaluation interviews were conducted with three of the responders to our RFP for a commercial records storage provider.

Microfilm Conversion of City Council Minutes - 18 reels of microfilm containing Council Minutes were converted to a digital format for online access this week. That brings our total to 159 reels converted this fiscal year and 372 reels total, which represent 75% of this year's project and 44% of the total four year project respectively. The City Council minutes are now available on line back to April of 1930.

Historical Archives Research – The Los Angeles County Department of Parks and Recreation researched our photo collection for photographs of County Parks within the City of Los Angeles.

ISSUES

Novus Agenda Management System - A newer version of the Novus Agenda software was installed onto the production system. As a result, there have been problems with compatibility with Granicus and Council Votes Results integration. Staff and the vendor are working on resolving these issues.

UPCOMING. . . .

Disaster Recovery - Staff is preparing for the semi-annual systems disaster recovery testing this coming weekend. All City Clerk systems and applications will be intermittently unavailable during the testing period.

Candidate Filing Briefing - The second candidate briefing presentation is scheduled for November 1, 2014